

Lesson 8: Supplier Item Entry and Search Console

Supplier Item Entry

1. Log in using your assigned User name and Password
2. On ICBS-R homepage, choose **Item** from the menu
3. Choose **Supplier Item Entry** from the drop down menu
4. You will be given an item and an associated seller to enter.
5. Enter in the part number, supplier standard pack, supplier UOM and unit cost (students will create these fields themselves) i.e. part number: 123-872 supplier standard pack: 50/BD , unit cost: 12.50, supplier UOM: SH
6. You will see on the screen **Preferred Indicator** check box, which marks this as the preferred supplier (this isn't mandatory)
7. Click on SAVE

Supplier Item Console

1. On ICBS-R homepage, choose **Item** from the menu
2. Choose **Supplier Item Console** from the drop down menu
3. You will be taken to search screen.
4. On this screen you can type in an Item ID and search
5. You will be taken to an Item List screen.
6. From this screen you can choose a Supplier ID item to view, and click on the hyperlink for the supplier which takes you to the item detail screen.
7. This screen displays the part number, standard pack and cost.